

**IN-STATE  
TRANSFER STUDENT CHECKLIST**

**Student's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**1. IF Student is entering with special education records, including current IEP.**

**And** ☐ Parents indicate that they are satisfied with the IEP and/or receiving school determines that current IEP is appropriate and can be implemented as written (goals, progress, special education and related services).

**Then** ☐ Immediately adopt and implement existing IEP from other school or district.  
☐ See Step 4.

**2. IF Student is entering with special education records, including current IEP.**

**And** ☐ Parents and/or school indicate that they are not satisfied with the IEP and/or current IEP is not appropriate and/or cannot be implemented as written (goals, progress, special education & related services).  
☐ Provide a FAPE to the student, including comparable services to existing IEP.

**Then** ☐ Provide Notice of Meeting and have the IEP team develop and implement a new IEP as soon as possible.  
☐ See Step 4.

**3. IF Student is entering without special education records.**

**And** ☐ Parent reports/indicates that student was in special education in previous school.

**First** ☐ Request all special education records from previous LEA.  
    • (The previous LEA in which child was enrolled must take reasonable steps to promptly respond to a verbal or written request for records from the new public agency.)  
    • Document date of request and date of receipt.  
☐ Verify special education status by telephone.  
    • Document the following:  
        ◦ Information obtained from (name and role of informant): \_\_\_\_\_  
☐ Disability category: ☐ AU ☐ SLI ☐ DB ☐ DD ☐ ED ☐ HI ☐ ID  
                                    ☐ MD ☐ OHI ☐ OI ☐ SLD ☐ TBI ☐ VI  
☐ Description of type, amount, and duration of special education and related services  
    \_\_\_\_\_  
    \_\_\_\_\_  
☐ Date of last eligibility: \_\_\_\_\_ Date of Last IEP: \_\_\_\_\_  
☐ How student participated in statewide assessment \_\_\_\_\_  
☐ Progress reports \_\_\_\_\_  
☐ Attendance and disciplinary data: \_\_\_\_\_

**Then** ☐ Provide a FAPE to the student, including comparable services to existing IEP.

**4. Receiving student special education records.**

☐ Upon receipt of special education records, review file and determine if Step 1 or Step 2 is more appropriate and ensure special education file contains at least minimum requirements:  
    • Signed parental Consent for Initial Placement  
    • Current Eligibility Determination with an Evaluation Summary Report  
    • Current IEP  
☐ Have team decide what additional data/documentation are needed to correct incomplete or incorrect file contents and take necessary actions to complete file.

**Note: Experiencing difficulty in obtaining the IEP from the previous LEA does not relieve the current LEA of its obligation to have a current IEP in place for an eligible student.**